

PEA Responsibilities

- Collaborate with AzEIP to schedule Transition Conferences between the child's age of 2.6 and 2.9.
- Collaborate to offer parent visitations to available educational programs (may schedule just prior to TC to prevent parent from coming two times). Mutually determine location for TC (often at the school just after the parent visit or may be in the home if necessary for family). The meeting should be at a mutually agreeable time and location.
- Provide information to parents regarding educational program options/continuum of services, preschool eligibility & Extended School Year (ESY) criteria, and FAPE (see Sample District Talking Points).
- Provide parents with Prior Written Notice for referral, Review of Existing Data (if more data is needed) and Procedural Safeguards upon receipt of Notification/Referral Form.
- Review existing data to determine if further evaluation is necessary, including vision and hearing screening. Obtain Permission to Evaluate if further information is needed
- Distribute Transition Planning Form Summary to MET team members
- Complete further evaluations if necessary
- For eligible children, convene the MET conference and explain the results of the evaluations. Use an agenda to help the parents understand the process.
- For eligible child, convene IEP meeting to ensure FAPE (IEP is written) by child's 3rd birthday (invite Service Coordinator if requested by parent/s).
- Hold IEP meeting within 30 days of Preschool Eligibility/MET Conference for eligible child (most often are held together).
- HAVE WRITTEN PROCESS AND PROCEDURES that you develop with your service coordinator. If someone leaves their position or you need to adjust processes you have something to work with!!
- Keep a file with copies of the front page of IEPs (or copy of a PWN for children that are ineligible) for all children that transition. You may be asked to send those to the Department of Education for verification or corrective action purposes.
- Work with your Service Coordinator to set up parent trainings that the PINS Specialists and Raising Special Kids offer to parents that will be transitioning (see "I'm Turning 3: What's Next for Me" brochure).
- Work with your Service Coordinator to make this a positive experience for the parent.
- Pick up the phone and talk to your Service Coordinator if something isn't going well. If all else fails send an AzEIP Alert to ADE to kathleen.coloma@azed.gov

